

REQUEST FOR PROPOSAL FOR
ALCOHOL MONITORING PROGRAM FOR PARTICIPANTS OF
THE ST. LOUIS DRUG COURTS

Beginning February 1, 2010

The 22nd Judicial Circuit of the State of Missouri is accepting proposals to provide alcohol monitoring program for some participants of the St. Louis Drug Courts located at 1114 Market Street in downtown St. Louis and the Family Court located at 920 N. Vandeventer St., St. Louis, Missouri.

Bidder must be licensed to do business within the City of St. Louis, Missouri and current on payments of all taxes due. Bidder must carry general liability insurance in the sum of \$1,000,000.00 and worker's compensation coverage equal to or in excess of Missouri statutory requirements.

There are approximately 300 active participants in the St. Louis Drug Courts receiving treatment services with approximately 250 in Adult Drug Court, 10 in Family Drug Court, and 40 in Juvenile Drug Court. The St. Louis Drug Courts plan to implement a Veteran's Drug Court during the first period of this contract. The Drug Court program is designed to last approximately twelve to eighteen months or more in duration and consists of male and female participants that range in age from teens to senior citizens from a culturally diverse cross section of the St. Louis community. It is anticipated that 0 to 10% of the participants could require alcohol monitoring equipment and continuous monitoring services for periods that could vary from one month to six months or more.

Notice of Invitation: The St. Louis Drug Courts invite qualified vendors or agencies to submit a proposal to provide an alcohol monitoring program for participants as ordered by the Court. The services include providing transdermal testing equipment capable of continuously monitoring an offender for the consumption of alcohol as well as the enrollment, installation, maintenance, and fee collection for services provided.

Subcontracting: Vendors or agencies are permitted to subcontract or assign any part of the work covered under the scope of this agreement with prior written consent of the 22nd Judicial Circuit, St. Louis Drug Courts.

Scope of Work: The Court seeks a vendor to continuously remotely monitor, measure, record and communicate alcohol levels ingested in the body of drug court participants through the use of transdermal electronic systems and software. Vendor will provide sufficient office space, staff and equipment within the City of St. Louis to service court ordered participation. The vendor's location should be on a major public transportation bus route and preferably near a metro station; the vendor should maintain posted office hours of operation Monday-

Friday. Space in the courthouse is not available to the vendor for daily business operations.

Services include, but are not limited to, participant enrollment and fee collection, equipment installation, continuous monitoring and report creation. Contractor vendor must provide monitoring equipment with no financial obligation to the Court. Vendor must provide a monitoring center staffed by trained professionals to forward/clarify confirmed alerts to the Court as set out in this RFP.

Standards to be Followed: The vendor will shelf a sufficient stock of Alcohol Monitoring equipment and supplies to provide for immediate installation as directed by the Court. Units will be maintained and guaranteed by the vendor, and will be updated at no cost, as technology improves performance.

- The vendor's transdermal monitoring equipment must have been available on the open market for a period of at least one year following any beta testing or pre-release field testing.
- The equipment shall include an ankle bracelet, ankle strap, a method for securing the ankle strap, a telephone modem for downloading monitoring data via telephone line to a monitoring facility and equipment to charge and re-charge the battery/power supply.
- Transdermal testing equipment must be capable of remotely continuously monitoring a participant for the consumption of alcohol 24 hours, 7 days a week, 365 days a year.
- The continuous alcohol monitoring system must be able to conclusively distinguish between ingesting alcohol and alcohol that comes from an external, environmental source. The system must also be able to provide a specific transdermal alcohol content (TAC) level for each positive alcohol detection event.
- The equipment shall conduct testing automatically at least every 30 minutes, 24 hours per day. The testing process shall be passive and not require overt action by the participant being monitored.
- The equipment shall be tamper resistant with a mechanism to detect tamper attempts.
- The data collected from the transdermal monitoring equipment shall be encrypted and transmitted to a monitoring system that is able to analyze the data for each 24 hour period of monitoring.
- The vendor's monitoring center staff must review all alerts daily to verify all positive drinking events. Once reviewed and confirmed, the vendor must send a daily summary report to the diversion manager.
- Internet based program must be accessible by the Court for alert notification or status review.
- Vendor should provide a payment scale and/or indigence fund to provide payment or subsidy of daily fees for participants unable to afford full program fees.
- Vendor must provide program participant statistics as designated and requested by the Court.

- The brand and type of equipment provided by the vendor shall have a documented history of its' monitoring results being admissible in a court of law with technology validity and reliability of sufficient quality as to not require secondary validation of an alcohol event.
- The continuous alcohol monitoring system must be able to provide comprehensive data for each alcohol detection event, such as alcohol absorption and elimination levels with corresponding dates and times, temperate, and infrared (IR) voltage.
- Each confirmable drinking event must be thoroughly analyzed by vendor and confirmed by trained professionals, and be able to be subject to a committee review, if necessary.
- The equipment shall be water-proof within industry standards. The continuous alcohol monitoring system must not have any exposed water chambers or external features that could freeze in colder temperatures or stop functioning if subject to various adverse wearing conditions.

Certifications, Standard and Safety: All necessary equipment installed shall be certified as meeting standards for safety and use, as may be promulgated by any governing body, including any electrical, communications, consumer or other standards, rules or regulations that may apply.

Installation: It shall be the vendor's responsibility to install necessary equipment on designated participants with adequate instruction for installation of home unit by participant. The vendor shall provide sufficient office hours, consistent with Court business hours, to have staff available to complete installations immediately upon order of the Court.

- The vendor shall notify the Court of successful enrollment and commencement of monitoring service as soon as installation is complete.
- Installation shall include a PBT Test to establish the participants' baseline for monitoring.
- The vendor shall immediately notify the Court if there is a delay in installation.
- The vendor shall provide all parts and equipment necessary for installing the alcohol monitoring unit on participant and into a functioning telephone system.
- The vendor shall instruct the offender in the proper placement, set up and connection of the home equipment and shall provide the participant with simple written instructions that cover the installation of the home monitor.
- The vendor shall, upon the request of participant, provide additional follow-up installation instructions prior to notifying the Court of a faulty connection.
- The vendor shall assist the Court in trouble shooting a faulty connection and, if necessary, provide support in the field to rectify connection/monitoring issues. If any applicable regulatory, industry, or manufacture standards are changed, resulting in improvements or

updating of equipment, each on-line participant shall be provided the new equipment.

Maintenance of Equipment and Service: Vendor shall maintain all monitoring equipment in proper working order.

- The equipment shall provide self-testing on a daily basis to ensure proper operation.
- The equipment shall have ability to determine validity of transdermal monitoring results as to equipment proximity to the body of the participant being monitored to include detection of obstructions and change in body temperature.
- The monitoring center shall provide twenty-four (24) hour per day alcohol monitoring and alcohol monitoring action reports.
- The monitoring center will provide the interpretation of all data obtained through monitoring and any resulting action recommendation.
- The vendor shall archive and retain archived data for a period of three (3) years from the date the offender is enrolled in the monitoring program.
- Vendor shall provide a designated service representative and toll free access to call or monitoring center.
- Vendor shall provide the following reports to the Court: Installation Notification; Removal Notification; Individual alerts for confirmed positives or tampering alerts; and Weekly Client Summary that shows:
 1. participants name
 2. case number
 3. court
 4. date assigned
 5. last confirmed alert date
 6. date last reported
 7. number of days in the report period
 8. number of confirmed alerts that week for positives and tampers
 9. total number of confirmed alerts on the program to date

Suspension and Termination of Service: The decision to terminate monitoring services is at the sole discretion of the Court. For all alcohol monitoring equipment removals, notification will be by telephone from the Court. Written authorization to terminate monitoring service will be sent to the vendor on the same day as the telephone notification. When monitoring services are suspended because of the participant's admission to inpatient treatment or incarceration, the Court will notify and/or authorize the vendor to take the unit off-line. The vendor must retrieve all equipment and collection of payment and the participant is financially responsible for the equipment or its return.

Staffing and Qualification: Vendor line staff employees shall possess a clean criminal history and possess a formal post secondary education.

Training: Upon request of the Court, in-service training sessions must be offered to drug court team members and staff. Subject areas covered should

relate to relevant aspects of alcohol monitoring service delivery. It may include new software and equipment familiarization as well as trends or advances in the field. Training may also include programs on provider policy and procedures which will be beneficial for new team members.

References: Vendors shall supply a minimum of three (3) references for which vendor has provided equipment and services of a similar size and scope. All references MUST have used the vendor's offered equipment for a minimum of one year. Vendor must provide the name, title, address, telephone number, and e-mail address of a contact individual and a description of the program.

Unauthorized Alien Affidavit: The vendor shall provide to the Court a sworn affidavit and provision of documentation that the vendor does not knowingly employ any person who is an unauthorized alien in connection with the services set out in the RFP, and further, that the vendor is enrolled and participates in a federal work authorization program with respect to the employees working in connection to this bid for service.

Proposal Document Instructions: Vendors submitting bids for this program should document their capability, current capacity, and accuracy to provide equipment and continuous alcohol monitoring services including a detailed plan to meet the stated time requirements, discuss the specific monitoring mechanism and implementation procedures, describe the manner of monitoring performance and all relevant current and past experience in dealing with drug courts or professional alcohol monitoring programs. The proposal should also include the vendor's qualifications, competence, and capacity to undertake the requirements of this RFP. The vendor should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel to perform the requirements of the RFP. The proposal should address all the points outlined in the RFP.

The contract will be from the date of award for the balance of this fiscal year with the option to renew for one (1) year without a rate change; and three (3) additional years if the St. Louis Drug Courts determine the contract is in the best interest of the 22nd Judicial Circuit and reasonable rates can be negotiated from one year to the next with the vendor.

Although the rental price per day and installation fee for monitoring service is an important variable, the St. Louis Drug Courts reserve the right to select a vendor based on quality of service who may not be the lowest bidder.

In the event any or all of these services are paid with American Recovery and Reinvestment Act of 2009 funds, the vendor is hereby notified that the City of St. Louis is under no obligation to provide for general revenue budget funding to sustain these fees once the grant period has ended. The vendor shall submit timely reports or data under the direction of the Court required for ARRA funding.

The St. Louis Drug Courts reserve the right to reject every and all bids submitted. To submit a proposal, the vendor should include four (4) additional copies and an original proposal. Bids must be submitted in writing according to the RFP and received no later than 4:00 p.m. January 27, 2010, to:

M. Keithley Williams
Drug Court Administrator
Room 526
Carnahan Courts Building
1114 Market Street
St. Louis, Missouri 63101
(314)589-6702

Questions pertaining to this announcement should be submitted in writing and faxed to 314-552-7667. Questions should be submitted no later than 4:00 p.m. Friday, January 8, 2010, any question received after this date and time will not be answered. Vendors and their agents must direct all their questions to the Drug Court Administrator and may not contact any other court employee regarding these matters during the solicitation or selection process. Answers in response to all timely submitted questions will be supplied to all potential bidders who request the answers in writing by letter of intent which clearly states the fax number of the proposed vendor.

Sealed bid envelopes must be clearly marked as "Alcohol Monitoring Program". The public opening of all bid proposals received by the deadline will occur at 9 a.m. in the conference room adjacent to the Drug Court Lobby, Room 518, Carnahan Courts Building, Thursday, January 28, 2010. Bids received after the due date and time stated above, or not delivered to the designated point, will be automatically disqualified and rejected, and will not be opened.

The vendor is advised that under the provisions of this Request for Proposal, the St. Louis Drug Courts reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted the following conditions will apply: 1) Negotiations may be conducted in person, in writing, or by telephone; 2) Negotiations will only be conducted with potentially acceptable proposals and the St. Louis Drug Courts reserves the right to limit negotiations to those vendors and all vendors involved in the negotiation process will be invited to submit a best and final offer; 3) Terms, conditions, prices, methodology, or other features of the vendor's proposal may be subject to negotiation and subsequent revision.

The Twenty-Second Judicial Circuit, St. Louis Drug Courts hereby notifies all bidders that minority business enterprises will be afforded full opportunity to submit bids in response to this request for bids and will not be discriminated against on grounds of race, color, or national origin in consideration for an award.

Bids will not be accepted from any bidder that has failed to perform faithfully any previous contract with the Court.

This solicitation is not to be construed or interpreted as a contract or a commitment of any kind by the Court; nor does it commit the Court to pay for any costs incurred by a bidder in the submission of a bid, evaluating the possibility of submitting a bid, or for any cost incurred prior to the Court's issuance and full execution of a formal written contract to the successful bidder.

OUTLINE OF REQUEST FOR PROPOSAL RESPONSE CHECKLIST

1. Statement indicating that vendor is, or has plans to become, licensed to do business in the City of St. Louis and that all city fees and taxes have been paid.
2. Proof of liability insurance in the sum of \$1,000,000.00.
3. Statement indicating worker's compensation coverage is equal or exceeds Missouri statutory requirements.
4. Provide a brief company business history and describe the nature of vendor's business and types of services performed.
Describe the current and past experience of the vendor working with Drug Courts or similar work set out in the RFP. Provide a list of vendor's current contracts for alcohol monitoring. Provide a list summarizing pending litigation, any civil or criminal judgments, or bankruptcy proceedings that could affect the vendor's ability to perform.
5. Describe by brief summary the vendor's current capacity or demonstrable ability to perform the requirements of the RFP by February 1, 2010 in the following areas:
 - a. Site Location
 - b. Site Staffing
 - c. Equipment Stock
 - d. Training for drug court team members and court personnel
 - f. Licenses, certifications, accreditations, and/or permits required by state, federal and/or local law, statute, or regulation, if any, to provide monitoring service
6. Describe how test results will be provided to the St. Louis Drug Courts preferably through computerized communication and include a sample of the report format. Provide detail on aggregate reports that could be available to the St. Louis Drug Courts.
7. Provide a description of the process of collecting the alcohol concentration data including the equipment used, the format of forms, the procedure of collection, the manner used to safeguard the accuracy of results, and any other detail deemed relevant to the process of understanding your proposal.

8. Describe the measures that will be taken to prevent tampering of equipment by participants and security measures used to focus on the accuracy of the results while safeguarding the dignity of the participant.
9. Describe the length of time test results will be retained, the storage procedure and costs, if any, associated with archived files.
10. Describe method to be implemented for quantifying positive tests to determine the levels for all tested panels.
11. Attach a sworn affidavit that states vendor is in compliance with State law and does not knowingly employ unauthorized aliens in connection with the services proposed in this response to the RFP, and in addition, the bidder is enrolled in a federal work authorization program with respect to the employees proposed to work in connection with this RFP.
12. Provide price per test:
 - 1) Daily rental charges proposed for rental, testing and monitoring of \$_____ per unit per day with a one time installation charge of \$_____ per unit if the service is paid for by participant.
 - 2) Daily rental charges proposed for rental, testing and monitoring of \$_____ per unit per day with a one time installation charge of \$_____ per unit if the service is paid, in whole or in part, by the Court.
 - 3) Daily rental charges proposed for rental, testing and monitoring of \$_____ per unit per day with a one time installation charge of \$_____ per unit if the service is paid by the Court.
 - 4) Describe in detail the volume discount rate, if any proposed by the vendor.
 - 5) Describe in detail the vendor's payment scale and/or indigence fund, if any, to provide payment or subsidy of daily fees for participants unable to afford full program fees.
 - 6) Describe in detail any other cost involved in this effort.

13. Does equipment and services being proposed meet specification in the RFP?

Yes _____ No _____

If no, please explain:

14. Equipment proposed: _____

Brand name: _____

Brand number: _____